



417th

Base Support Battalion

Commander's Policy

Policy Number: 4-1

Proponent: AETV-WG-WK

Date: 1 July 2004

SUBJECT: Army and Air Force Exchange Service (AAFES) and Commissary Councils

1. REFERENCES:

- a. AR 60-10, 17 Jun 88, Army and Air Force Exchange Service General Policies.
- b. 98th ASG Commander's Policy 4-3, 1 Nov 98, Army and Air Force Exchange Service.

2. PURPOSE: To establish the 417th Base Support Battalion (BSB) AAFES and Commissary Councils. The Directorate of Logistics (DOL) will establish councils.

3. SCOPE: This policy letter applies to all tenant organizations within the 417th BSB area of responsibility.

4. POLICY:

a. The council will provide a forum focused on all areas of operation, which affect service to the customer as follows:

(1) General Forum: Provide an organized forum through which the public (customer) can voice appropriate recommendations, observations, and criticism to respective management and the BSB Commander.

(2) Formal Forum: Provide a formalized body for the exchange of information, ideas, and operational concepts between AAFES and Commissary management.

b. Council membership is limited to patrons who have shopping privileges. Membership will be comprised of individuals appointed on orders as follows:

(1) Director of Logistics (Chairperson/Recorder)

(2) AAFES Officer (Council Advisor)

(3) Commissary Officer (Council Advisor)

(4) Representative from 1st ID and each brigade or separate company within the Base Support Battalion's area of responsibility. This representative will represent the unit.

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(5) Unit spouse to represent the civilian spouses in that area and their private organizations.

(6) BOSS representative

Note: Council members are representatives of their organizations; therefore, they should actively solicit for comments concerning the suitability of services provided from AAFES and the Commissary.

c. Regular council meetings will be held at least quarterly. A quorum of three-fifths of the membership is required to convene special meetings. Each member will have one vote, with the chairperson voting only if there is a tie.

d. Council actions and proceedings will be approved by three-fifths of the membership present. Proceedings will be formalized by written minutes signed by the chairperson.

(1) Minutes will be distributed by the DOL to each AAFES and Commissary Officer for posting in each facility.

(2) Council members will receive a copy of minutes at the next council meeting or may pick up a copy after seven working days at the BSB DOL.

(3) A copy of the Commissary Council minutes will be forwarded, within seven working days, to the 98th Area Support Group, ATTN: DOL, APO AE 09244, and AAFES Council minutes to 98th ASG, ATTN: DPCA, APO AE 09244.

e. All meetings will be open to the public. The public is encouraged to participate in the discussion after all formal council business is completed and the chairperson has opened the floor for discussion.

5. PROPONENT: 417th BSB Director of Logistics, DSN 355-1540.


THOMAS H. FASS
LTC, EN
Commanding